



DEPARTMENT OF THE ARMY
UNITED STATES ARMY EUROPE AND SEVENTH ARMY
UNIT 29351
APO AE 09014-9351

AEAGA-CE

28 July 2008

MEMORANDUM FOR HQ USAREUR/7A Staff Principals and Commanders of USAREUR
Major Subordinate Commands

SUBJECT: Delegation of Authority to Approve Recruitment, Relocation, and Retention
Incentives

This memorandum expires 30 March 2010.

1. Commanders of USAREUR major subordinate commands (MSCs) who are general officers (GOs) and HQ USAREUR/7A staff principals who are GOs or senior executive service (SES) members are hereby delegated authority to authorize payment of recruitment, relocation, and retention incentives for U.S. appropriated-fund personnel in their organizations.
2. The first GO or SES member in the chain of command will be the approving authority for organizations where the MSC commander is not a GO or a member of the SES.
3. The Chief of Staff, HQ USAREUR/7A, will serve as the approving authority for organizations that do not have a GO or an SES member in their chain of command.
4. Incentives will be used as tools for recruiting, relocating, and retaining high-quality personnel for typically hard-to-fill positions. Authorizing officials will ensure that their management staffs understand the purpose of these incentives.
5. Commanders and staff principals must fund these incentives from their existing civilian-pay budget. No additional funds will be provided. Managers, supervisors, and other officials authorized to determine eligibility for incentives are accountable officials and must comply with DOD 7000.14-R, volume 8, chapter 3. Commanders are responsible for the appropriate use of these incentives and for ensuring authorization is in strict compliance with applicable laws, policy, and regulations, including guidance prescribed by Office of Personnel Management (OPM), DOD, and DA. Additional procedural guidance for incentives is available at <http://www.per.hqusareur.army.mil/cpd/>.
6. Major changes made to OPM, DOD, and DA rules and implementing instructions include the following:
 - a. Based on critical agency need, OPM may waive the 25-percent limitation on incentives and set the limitation to a maximum of 50 percent of an employee's annual rate of pay multiplied by the number of years in the employee's service period, not to exceed 2 years. Recruitment and relocation incentives cannot exceed 100 percent of the employee's basic annual salary as of the beginning of the service period.

This memorandum is available at <https://www.aeaim.hqusareur.army.mil/library/>.

AEAGA-CE

SUBJECT: Delegation of Authority to Approve Recruitment, Relocation, and Retention Incentives

b. Recruitment and relocation incentives may be paid to an employee in a lump sum at the beginning or end of the specified service period or in equal or variable installments throughout the service period. Retention incentives may be paid at the end of a full service period or after completion of specified periods of service.

7. The Civilian Personnel Directorate, Office of the Deputy Chief of Staff, G1, HQ USAREUR/7A, and the Internal Review and Audit Compliance Office, HQ USAREUR/7A, will—

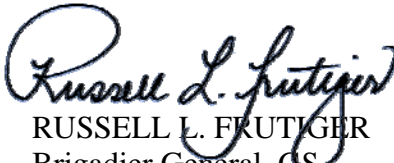
a. Give commanders periodic reports that will help them manage their programs.

b. Give the command information on incentive usage levels.

b. Issue guidance to ensure incentives are used appropriately.

8. The authority delegated in this memorandum may not be further delegated. The CG, USAREUR/7A, may withdraw this delegated authority at any time.

FOR THE COMMANDER:


RUSSELL L. FRUTIGER
Brigadier General, GS
Chief of Staff